

**MINUTES SELECTBOARD MEETING**  
**Grafton Town Hall Upstairs In Person/Live**  
**With accommodation for persons unable to attend in person via interactive Zoom**

**Monday, August 19, 2024, 6:00 pm**

Present at the meeting in the Town Hall:

Selectboard: Chair Joe Pollio, Vice Chair Cathy Siano-Goodwin, John Gregory, Steve Sargent, and Anna Keegan

Also: Morgan Wilbur, Craig Moore, Wendy Martin, David Hall, Dan Austin, Tim Jones, Elise Lisle, Mary Howard Feder, Kim Record, Colby Record, Dottie Cannon, Kirk Goodwin, Suzanne Welch, Liisa Kissel, Sam Battaglino, and Joe Neal

Present online: FactTV, Lain Stevens, and Nancy Merrill

1. Call to order: The Chair called the meeting to order at 6:00 pm.

2. Adopt Agenda: It was moved by John Gregory, seconded by Steve Sargent to adopt the agenda. Motion passed unanimously.

3. Approve Minutes of the August 5, 2024, meeting: It was moved by Anna Keegan, seconded by Cathy Siano-Goodwin, to approve the minutes of the August 5, 2024, meeting. Motion passed unanimously.

4. Green Mountain Power – Parker Hill Road Project: Dan Austin and Tim Jones explained the proposed project along Parker Hill Road. Austin said this work would be in conjunction with the work on Route 121 East. They plan to run the wires underground from the intersection of Parker Hill Road and Route 121 East and continue along the east side of Parker Hill Road, avoiding all culverts as much as possible, and ending around 437 Parker Hill Road. All of this work is underground. They anticipate beginning the project this fall and hope to be complete within the fiscal year. Austin explained this work would improve the feed to Parker Hill Road.

Elise Lisle expressed concerns about the number of outages at her property on Cabell Road. Austin and Jones explained that Green Mountain Power is working to supply as much of Grafton as possible from the transfer station in Westminster, rather than from Chester. This work though, has to be done incrementally. They cannot change all zones at the same time, but projects such as the one on Route 121 East and Parker Hill Road are steps towards improving the power of each home. Jones requested Lisle's contact information to see if there is an immediate solution for their particular property.

Suzanne Welch asked if traffic would be disturbed while the work on Route 121 East was being done. Austin said the crews handle traffic control themselves. There may be small delays, but the crews do a good job at keeping traffic flowing as much as possible. He said they are not forcing any road closures.

It was moved by John Gregory, seconded by Steve Sargent, to approve the Green Mountain Power Parker Hill Road project. Motion passed unanimously.

All Selectboard members signed the notification of pole and wire locations presented by Austin and Jones for the Parker Hill Road project.

5. Cell Phones for Employees: Morgan Wilbur explained that she and Kim Record met with an AT&T representative from their Keene, NH office. Wilbur's concern was that she and other employees had been using their personal phones for Town business: for example, making phone calls, taking photos of road segments, etc.

If anything were to happen, any correspondence about Town business is open to the Public Records Act and personal cellphones may be subpoenaed. The AT&T representative gave a proposal, which included 3 mobile devices on their FirstNet plan, which is used for municipal and emergency response groups. The proposal included the cost of the 3 devices being a total one-time payment of \$29.97 and the monthly cost being \$119.97. The yearly cost for these phone lines would be \$1,439.64. The three phones would be for the Road Foreman and crew, Town Administrator, and Town Clerk. There was some hesitation about funding these. Wendy Martin suggested asking the Grafton Improvement Association, because they may be willing to help cover the cost. John Gregory felt the employees should not have to use any personal devices to perform their jobs. Joe Pollio thought the concept was good but wanted to contact the Grafton Improvement Association first.

6. Highway Report: Colby Record reported that they have continued the grant work on Stagecoach Road and hope to complete it in a few weeks. In addition to the grant work, grading will continue at the end of the week. Record also mentioned that David Rogers would finish the first round of mowing that week. Joe Pollio asked if Record had done any research on purchasing a hydroseeder. Record said he spoke with Hardy Merrill who said there was money in the Capital Budget, therefore, he recommended the Selectboard move forward with the purchase if it is something that the highway crew needed. Record said he found a 2010 hydroseeder, in good condition, for \$9,000. He mentioned the cost of a brand-new one was about \$120,000. He also stated that the company has not discontinued that model, so they would not have any problems getting parts if needed.

It was moved by John Gregory, seconded by Anna Keegan, to purchase the recommended hydroseeder for \$9,000. Motion passed by a vote of 4-1 (with Cathy Siano-Goodwin voting no).

Better Back Roads Grant Agreement: Morgan Wilbur said she submitted a Letter of Intent to be included in the funding round for the FY2025 Better Roads Category A Grant program. She said that Grafton has been awarded \$10,560 and this can be used for updating the Townwide road erosion inventory. Jeff Nugent from Windham Regional Commission said he could train Wilbur and Colby Record on updating the inventory. Wilbur requested signing authority on the grant agreement.

It was moved by Cathy Siano-Goodwin, seconded by Anna Keegan, to authorize Morgan Wilbur to approve the FY2025 Better Roads Category A Grant Agreement. Motion passed unanimously.

7. Clerk/Treasurer: Kim Record asked Morgan Wilbur to explain the Budget Adjustment Act. Wilbur said that the State of Vermont issued Grafton \$30,000 to help with the financial burden the July 2023 flood caused. The only caveat for use of the money was that it could not be used for FEMA-eligible projects. Given that, Record and Wilbur suggest using the funds for the fire escape staircase. Wilbur mentioned that discussion on this project had paused because of lack of funding. Joe Pollio noted that this work would be required due to ADA concerns and recommended Wilbur continue researching the project and move forward with getting quotes from engineering firms.

#### 8. Committee Reports:

Personnel Committee: There was no report.

July 2023 Flood Update: There was no report.

9. Town Website Update: Morgan Wilbur explained that she contacted 5 web design companies. Wilbur had provided all Selectboard members with a copy of each proposal. She mentioned that Civally designed the Town of Addison's website, which was very appealing and user-friendly. The proposal they presented to revamp Grafton's site was approximately \$2,000. Wilbur also contacted KeVaCo, who currently hosts the town website. They provided a proposal of \$600. Wilbur had no objections to that proposal but felt it was important the Selectboard should view all of the proposals. Anna Keegan asked how many people use the website. Wilbur

was not sure of the exact number, but that data is trackable. Wendy Martin mentioned that people do not use the town website because it is very challenging to navigate. Cathy Siano-Goodwin thought the proposal from Civally was worth the money. John Gregory felt that the website needed to be updated and it would look more professional.

It was moved by Cathy Siano-Goodwin, seconded by Anna Keegan, to accept the proposal presented by Civally to update the Town of Grafton's website with a maximum budget of \$2,000. Motion passed unanimously.

10. Declaration of Official Intent for Walker Bridge Bond: Kim Record said the Selectboard was advised by the bond council to adopt the Declaration of Official Intent to Reimburse Certain Expenditures from Proceeds of Indebtedness. This was needed in order to move forward with the anticipated line of credit needed to cover the expenses associated with the Walker Bridge construction. Record calculated needing the line of credit for \$721,000. She said the Town would only pay interest on money that is used. Cathy Siano-Goodwin asked what the interest rate is. Record was not sure but anticipates 5-6%; that would not need to be paid until application for the actual bond. Liisa Kissel asked when the Walker Bridge project would be completed. Joe Pollio said traffic would be driving on the new bridge in November but it would not be fully completed until spring/summer of 2025.

It was moved by John Gregory, seconded by Cathy Siano-Goodwin, to adopt the Declaration of Official Intent of the Town of Grafton to Reimburse Certain Expenditures from Proceeds of Indebtedness on August 19, 2024. Motion passed unanimously.

11. Approve Justice of the Peace Nominations: It was moved by Anna Keegan, seconded by John Gregory, to approve and submit to the Governor the nomination of Mary Howard Feder to fill the Justice of the Peace vacancy created by the resignation of Seth Pajcic. Motion passed unanimously.

12. Other Business: Suzanne Welch asked Colby Record if the stone on the Village Bridge had been repaired because it did not appear to be completed. Record said the concrete is not going to look exactly the same as the old concrete but that over time it should blend in better. He said the more the crew touched it, the worse it looked. However, he agreed to look at it again to see if anything else can be done to repair the damage.

13. Public Comment: There was no Public Comment.

14. Next regular meeting: Tuesday, September 3, 2024, at 6 pm.

15. Adjourn. It was moved by Anna Keegan, seconded by Cathy Siano-Goodwin, to adjourn the meeting at 6:47 pm. Motion passed unanimously.

Respectfully submitted,  
*Morgan Wilbur*  
Morgan Wilbur